

**First Unitarian Church
Board of Directors Meeting
6:30 PM in Memorial Hall
September 17, 2013**

Board members attending: Christopher, Demi. Diem, Ketelle, Kwait, McLaughlin, Phillips, Suydam

Absent: Mayo

Others attending: Herrera (ex-officio), Robinson (ex-officio).

Call to order: Meeting was called to order at 6:30 PM by President Pat Diem. Chalice lighting by Demi. Herrera provided a question: “How do those close to you say you act when you are stressed and what do you do to relieve that stress.”

Administrative agenda—Diem

- A. Board Meeting minutes from August, 2013—Mayo
- B. Treasurer’s report August, 2013—Suydam
- C. Financial Update on Capital Campaign—Suydam/Knoebel
- D. Core staff report – Robinson/Herrera
- E. President’s report -- Diem

Motion by Phillips to approve the Administrative agenda 2nd by McLaughlin. Motion passed.

A. Treasurer’s Report, July 2013—Suydam

Total income for August was \$48,089 which was \$15845.13 under budget. Contributions were under budget for the month by \$13,466.82 Rental income is under budget for the year by \$3,783.32. Total income for the year to date is now under budget by \$19,177.14. As we expected these numbers continue to come down and we now need to take some actions to assure that pledges will be paid as promised. We still have a combined positive difference in income to expenses of \$11,503.00.

B. Financial Update on Capital Campaign—Suydam, Knoebel

In August we received \$14,415 in capital fund pledges which is lower than the \$20,000 we have budgeted monthly. We now have \$128,000 in member loans. \$6,000 in member loan has been forgiven and directed for use on the AV system.

.C. Core Staff Report—Robinson/Herrera

Robinson reported that it has been a whirlwind month, with the building dedication, new staff, the La Puerta move, a new intern, and hiring of a Director of Operations. The addition of new staff has significantly improved the church administrative operations. The degree of change is resulting in some cranky feelings with some groups..

Herrera reported the music futures group is now gearing up for their year of work, which will include gathering feedback from the congregation for the

creation of a strategic plan for music, and searching for and hiring our next music director.

D. President's Report—Diem

Diem reported on the many changes that have occurred and noted that these changes have not occurred without some signs of emotional stress. Individuals and groups occupying the new sanctuary platform find some of the changes uncomfortable. Groups needed to move their activities to a new meeting location are also finding this difficult. Other groups are also undergoing changes that require adjustments. As Board members we need to be aware that some of our church community members are finding change to be a challenge and assist, if we can, in making these changes acceptable. Some emotional leadership from us is needed.

New Business

A. Addressing Church Community Change/Discord – Diem/Robinson

Diem and Robinson led discussion of the many stressors occurring to everyone involved in the church. Robinson distributed a handout on “Being an emotional Leader” and noted the importance of all Board Members in dealing with the emotional stress involved with these changes. They emphasized being a good listener, a non-anxious presence.

B. Liquor Liability Insurance -- Demi

*Church Mutual Insurance Policy covers 09/01/2012 – 09/01/2015
The annual premium for 09/01/2012 – 09/01/2013 is \$8166
The annual premium for 09/01/2013 – 09/01/2014 is \$11,681
There is no additional cost for the rental piano
The \$50,000 insurance on the mural will continue through 8/31/2015 (the policy period). To continue coverage after that, the mural will have to be appraised.*

Liquor liability policy

Several questions were raised by the insurance company:

Is this coverage for only one location?

What is the annual cost of liquor purchased?

Servers must have completed alcohol awareness training

Non-church related functions are not covered

The estimated cost is \$1,500.

Discussion followed on the pros and cons of having this insurance coverage, including the large cost for this insurance. The insurance is needed if there is regular serving of alcohol. Only the Wednesday Pot Luck dinners regularly serve alcohol. The Board recommended that this be discussed with the Wednesday Pot Luck Dinner members and consider having the Potluck attendees cover part of the cost or stop serving of alcohol at church dinners.

C. Stewardship Campaign Update—Suydam and Ketelle

The Stewardship Campaign is working on setting up the dinners for the Stewardship campaign. So far they have far more hosts than attendees. Suydam

will send out more invitations for attendees. On September 28 there will be an orientation for hosts. The committee is also working on getting printed materials printed for distribution on October 6. On October 20th there will be a Stewardship Forum with members of the Board present. By next month we should have a budget. Last month the Board set the priorities for the budget. The priorities are increases to the operating budget to cover the increased operating costs for the expanded campus and personnel expenses for additional staff positions. Electric bill was much higher than expected for the summer months. This was exacerbated by the fact that we could not get access to the thermostat and doors being left open to the social hall.

There is a need to clarify that the Stewardship campaign is for operating expenses only. Fundraising for capital improvements will be a separate action in 2014 and will be addressed in the January congregational meeting.

Christopher noted that we need to consider special recognition for those who have low incomes yet contribute to the church financially and through service.

- D. New Staff Introductions and Director of Operations Signature Changes
Bryan Elwood, our ministerial intern introduced himself. Many of the Board Members had already met him. He has been here only two weeks but already feels very much a part of the church team.

Phillips moved, and McLaughlin seconded the following signature changes on the church's financial accounts to add Paul Browne as a signatory:

1. Effective immediately, add the following person as authorized to sign on our US Bank checking account #155913698223 and our Raymond James & Associates, Inc., account #15345223:

Paul C. Browne, Director of Operations

The following people remain as authorized on the accounts.

Linda Suydam, Treasurer
Christine Robinson, Senior Minister
Angela Herrera, Associate Minister

Effective immediately, Kathy Keller, Financial Manager, has the authority to give instructions for the transfer or sale of securities between the Raymond James & Associates, Inc., account #15345223 and our US Bank checking account #155913698223.

2. Effective immediately, the following people are authorized to manage the Church's MasterCard accounts:

Christine Robinson, Senior Minister
Angela Herrera, Associate Minister
Paul C. Browne, Director of Operations

3. Effective immediately, the following people are authorized to sign on our safety deposit box at US Bank:

Linda Suydam, Treasurer
Christine Robinson, Senior Minister
Angela Herrera, Associate Minister
Paul C. Browne, Director of Operations

4. Effective immediately, add the following person as authorized to sign on our Wells Fargo checking account #295-9175833:

Paul Browne, Director of Operations

The following people remain as authorized on the accounts.

Linda Suydam, Treasurer
Christine Robinson, Senior Minister
Angela Herrera, Associate Minister

5. Effective immediately, add the following person as authorized to sign on our New Mexico Educators Federal Credit Union accounts, #3877910.

Paul Browne, Director of Operations
The following people remain as authorized on the accounts.

Linda Suydam, Treasurer
Christine Robinson, Senior Minister
Angela Herrera, Associate Minister

Effective immediately, Kathy Keller, Financial Manager, has the authority to give instructions for the transfer of funds between our accounts at the New Mexico Educators Federal Credit Union, account #3877910 and our checking account at US Bank, account #155913698223.

6. Effective immediately, add the following person as authorized to sign on our UUA Endowment Fund, account #610815.

Paul C. Browne, Director of Operations

The following people remain as authorized on the accounts.

Christine Robinson, Senior Minister
Angela Herrera, Associate Minister

Motion passed.

E RE Building Needs

Since La Puerta moved and took all of the furniture in the RE building, the church needs to obtain appropriate furniture for RE classes. Furniture used by

the after school tutoring program and the ESL program have been moved into the RE building. Saturday September 21 is scheduled as a work day to paint the RE rooms and to pick up donated furniture. The Board needs a report from Candy of what is needed to furnish the RE building.

Concern was expressed that RE isn't getting enough visibility.

Meeting adjourned 8:40 PM

Respectfully submitted, Alice Demi, Acting secretary